



COLORADO

**Department of
Regulatory Agencies**

Division of Professions and Occupations

Colorado Medication Aide Authority Exam Candidate Handbook

2015

Colorado State Board of Nursing CNA-Med Authorization

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Colorado Department of Regulatory Agencies (DORA)

Questions about rules and regulations for Certified Nurse Aides seeking Medication Aide Authority (CNA-Med) should be directed to:

Colorado Department of Regulatory Agencies (DORA)
Division of Professions and Occupations
Licensing and Support Section
1560 Broadway, Suite 1350
Denver, CO 80202
P|303.894.7800 F|303.869.0465
www.dora.colorado.gov/professions

Inquiries about the content of the Colorado Medication Aide (COMA) Competency Evaluation Examination should be directed to:

Colorado State Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
P|303.894.2430 F|303.894.2821
Email: dora_nursingboard@state.co.us

Iso-Quality Testing

DORA's Board of Nursing has contracted with ISO-Quality Testing, Inc. (IQT) to schedule, administer, score, and issue results to candidates the state has authorized to take the COMA examination. IQT, located in Clearwater, FL, is a leading provider of licensing and certification examinations for regulatory and professional organizations. All questions about scheduling and taking the Colorado Medication Aide (COMA) examination should be directed to IQT.

Iso-Quality Testing (IQT)
25400 US Hwy 19 North, Suite 285
Clearwater, FL 33763
P|866.773.1114 F|727.738.8522
www.isoqualitytesting.com

Nondiscrimination Policy

DORA and IQT do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation or veteran status.

Colorado Medication Aide Competency Evaluation Examination

The Colorado State Board of Nursing (CO BON) developed this examination. The examination measures whether a CNA candidate seeking Medication Aide Authority in the state possesses sufficient knowledge and skills essential to safe practice as an entry-level Certified Nurse Aide with Medication Aide Authority (CNA-Med). The CO BON is responsible for the exam content and for determining the passing score. The CO BON also determines who is eligible to take the examination.

Exam Requirements

There are several requirements that must be met before an applicant is authorized as a Certified Nurse Aide with Medication Aide Authority (CNA-Med). Information about all requirements for a Certified Nurse Aide seeking Medication Aide Authorization is available at the Colorado Department of Regulatory Agencies (DORA), Division of Professions and Occupations website: www.dora.colorado.gov/professions.

This handbook provides information about how to schedule and take the Colorado Medication Aide Competency Evaluation Examination. Certified Nurse Aide applicants seeking authorization to administer medications under the state's practice act, rules, and regulations must take and pass this exam.

Please read this entire handbook and keep it for reference purposes.

Eligibility to Schedule & Take Examination

The Colorado State Board of Nursing will notify ISO Quality Testing, Inc. (IQT) when you are eligible to schedule and take the examination. You will receive an e-mail from IQT informing you of your eligibility to schedule and take the examination.

- You have one-year (365 days) from the date you receive the e-mail notice from IQT to schedule, take, and pass the examination.
- You have a maximum of three (3) attempts to take the examination. Each exam attempt requires payment of the test fee.
- You must wait at least 90 days from the date of your last testing attempt to schedule, pay, and re-take the examination.

- The CO BON will cause a candidate's Medication Aide application status to either "Application Expired" or "Denied" if you do not pass the examination in three (3) attempts within the one-year (365 days) eligibility timeframe.

Required Terms & Conditions and Attestation

Permission to access and take the state of Colorado Medication Aide Competency Evaluation Examination is conditioned on your agreeing to the following terms and conditions.

You will need to accept these Terms and Conditions on the computer screen before you can schedule your examination. If you do NOT accept these Terms and Conditions, you will not be allowed to test.

Terms and Conditions

- The information I provided to take the examination is truthful and accurate.
 - I am the person who submitted an application for CNA Medication Aide Authority to the Colorado State Board of Nursing and who the Board approved to schedule and take this examination.
 - I am taking this examination to fulfill a requirement for authorization as a Colorado Certified Nurse Aide with Medication Aide Authority.
- I am taking the examination solely on the basis of my own knowledge and skills, without assistance from other resources at any time whatsoever.
- I am aware that it is grounds for (A) **withholding or denial of authorization as a medication aide** [CRS § 12-38.1-112 (1)] and (B) **discipline on my nurse aide certification** [CRS § 12-38.1-111 (1) (a)] if:
 - a person attempts to procure authorization as a CNA with medication authority by fraud, deceit, misrepresentation, misleading omission, or material misstatement of fact.
- The examination is a secure, copyrighted test developed by, owned by, and for the sole use of the Colorado State Board of Nursing. This means that:
 - No part of the Colorado *CNA Medication Aide Authority Examination* may be reproduced for any purpose, stored, or transmitted in any form or by any means without prior written legally-enforceable permission from the Colorado State Board of Nursing.
- Any use of the examination or related content is strictly prohibited, except for the regulatory purposes intended by the Colorado State Board of Nursing.

- I will **not** reveal in whole or in part any test content, answers, or solutions to anyone during or after the examination or at any time whatsoever, whether orally, in writing, in any Internet “chat rooms”, or by any other means.
- My testing activities may be monitored by IQT, which provides loss prevention, security, and investigative services to the Colorado State Board of Nursing on behalf of its *CNA Medication Aide Authority Examination*.
- I understand that failure to comply with any of these terms and conditions may result in the invalidation of my examination results, bar me from retaking the examination at the direction of the Colorado State Board of Nursing, and/or subject me to prosecution to the extent allowed under state and federal laws.

Attestation

By proceeding to take the examination, I certify that I have read, understand, and agree to all the terms and conditions listed above.

Exam Preparation

The Colorado Medication Aide Competency Evaluation Examination consists of 130 multiple-choice test items. In addition, please note the following:

- The examination is developed and offered in English only.
- The examination is administered by computer at proctored test sites throughout Colorado.
- You are allowed a total of 2 ½ hours (150 minutes) to take the test.
- Your test is scored immediately after you complete it and you will receive your results report at the test center.

Study Topic List for the COMA Exam

TEST OUTLINE			
Part	Main Content Area	# Items	% Items
I	Anatomy & Physiology	15	12%
II	Medication Preparation, Administration & Documentation	46	35%
III	Patient Care	22	17%
IV	Pharmacology	28	22%
V	Professional Practice	19	15%
TOTAL		130	100%

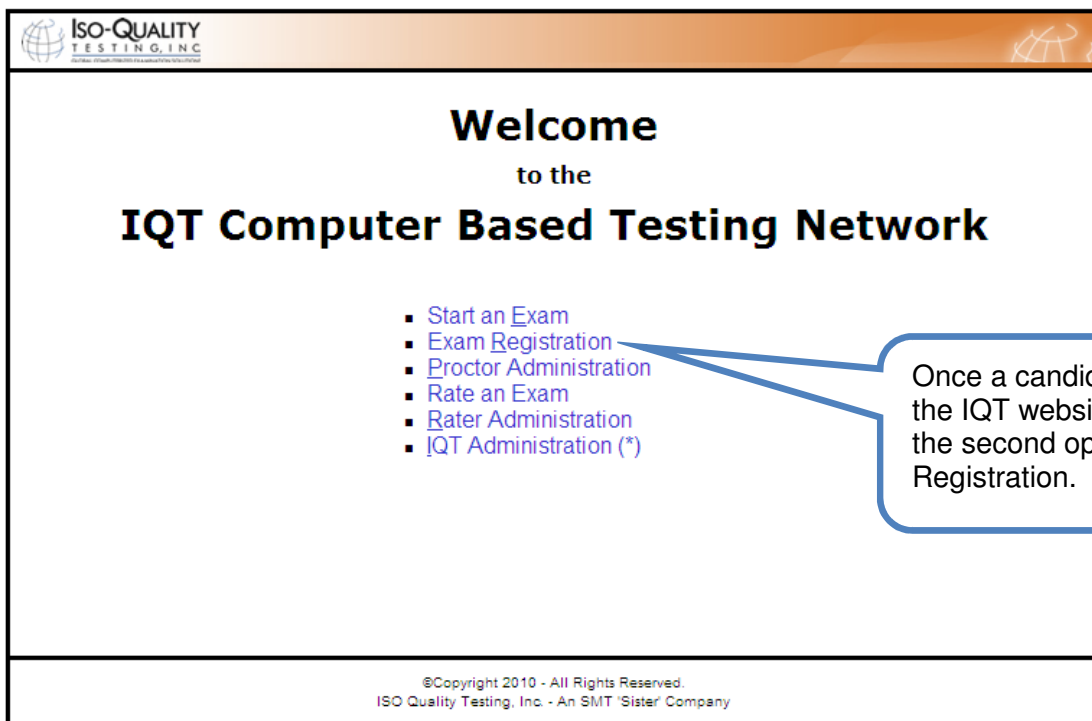
Demo Test

There is a Demo Test Tutorial that will allow you to become familiar with the testing software and its features. The time you use for this Tutorial is not counted as part of your examination time or score. [Click Here](#) to take the Demo Test Tutorial.

Exam Registration


The candidate is responsible for logging onto IQT so they can pay for and schedule the examination. The eligibility e-mail you receive from IQT will contain instructions for scheduling your exam.


- Go to www.iqttesting.com



EXAM REGISTRATION


Welcome To IQT Testing!



Login

UserID:
Password:

If you do not have a login, click [Register](#).
If you have misplaced your login, please call ISO Quality Testing at 800-833-8333.
Note that your password must be entered with the correct case.
If you have forgotten your password please click [Here](#)

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A Division of SMT 'Sister' Company

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Candidates will enter the User ID and Password identified in their pre-registration email.


Once a candidate has entered the User ID and Password identified in the pre-registration email, they will click the Login button.

EXAM REGISTRATION

Please select your Organization and Exam.

Organization ☐ Show All Organizations
 ▼

Exam
 ▼

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In the first drop down, candidates will select CDRA.

In the second drop down, candidates will select the exam they have been pre-registered for.

Once both drop downs have been selected, candidates will click next.

First Name	<input type="text" value="SMT"/>	SSN	<input type="text"/>
Middle Name	<input type="text"/>	Home Phone	<input type="text"/>
Last Name	<input type="text" value="SMT"/>	Work Phone	<input type="text"/>
Address1	<input type="text" value="1111 SMT SMT"/>	E-mail Address	<input type="text" value="sdc03@yah"/>
Address2	<input type="text"/>		
City	<input type="text" value="Dunedin"/>		
State/Province	<input type="text" value="Florida"/>		
Country	<input type="text" value="United States"/>		
Postal Code	<input type="text" value="34698"/>		

Candidate Profile In

This information is provided to your organization for official correspondence and certificate.

This information must also exactly match the information on the test center administration form. Candidates will be required to show the test center administrator this information.

[Log Out](#) [Change Login](#)

All candidates MUST verify and correct the information on this page. If a candidate needs to change their name or email address, they should do so by contacting the organization where they were pre-registered.

Once a candidate has verified and/or corrected all information, the *candidate* will click the Next button.

Please make sure the above information is correct before

⚡ = Required Field

Next

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Exam - COMA

Test Centers 1.9 miles - Schroeder Measurement Clearwater FL - 25400 US Hwy 19 North ▼
Exam Times 28 Feb 2014 - Fri 2:00pm - (Eastern Standard Time) ▼

Test Center Search Parameters

To select other test centers change the postal code(U.S. and Canada only), or location.

To select other exam times change the start date.

U.S. and Canada only - Distances shown are from the parameters zip or city (i.e. city's center).

Start Date 2/24/2014 Go

Country United States ▼

Zip Code 34698 Go

State Florida ▼

City Dunedin ▼ Go

Note: From Start Date, the next 30 days of a test center's available exam times are shown, in the Exam Times box above.

Next

Once a candidate has chosen a date and time the *candidate* will click the Next button.

Candidates will use these two drop downs to identify a location and time for their exam. The closest location to the address in their profile will always display in the Test Center field.

[Registration Home](#) [Contact Us](#)

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Confirm Your Registration Selections COMA

Candidate @SMTTestBecky
@SMTTestMcquillen
2494 Bayshore Blvd
Dunedin, FL 34698
United States
beckystlaw@aol.com

[edit](#)

Exam Time: Fri 2:00pm on Feb 28, 2014 [edit](#)
(150 minutes)

Location: Schroeder Measurement Technologies
25400 US Hwy 19 North, Suite 285
Clearwater, FL 33763
United States

Candidates will click Submit and be directed to their Admission Document.

☒ I agree to the [IQT Examination Agreement](#) terms.

Note: Examination may not be rescheduled or cancelled after today, 24 Feb 2014.

on 'Submit' that I may be required to pay a rescheduling or cancellation
test. Please verify the above information is accurate prior to clicking

Submit

Cancel

Candidates must click the box affirming they agree with the IQT Examination Agreement.

[Registration Home](#) - [Contact](#)

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Candidates can view the IQT Examination Agreement by clicking on the blue link.

EXAM REGISTRATION RECEIPT

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Examina
O

You must bring
If you do not you will

Candidate:

Exam Time:
Location:

You have consented to the IQI Examination Agreement.

Note: This examination may not be rescheduled after 3 Jan 2011.

Print

General Options

Select Printer

KONICA MINOLTA C353 Series PCL ESS	KONICA MINOLTA C353 S
KONICA MINOLTA C353 Series PCL Test Admin	Microsoft XPS Document V
KONICA MINOLTA C353 Series PS ESS	Send To OneNote 2010

Status: Ready ☐ Print to file Preferences Find

Location:
Comment:

Page Range

☒ All ☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of co

☐ Co

1 1 2 3

Print Cancel Apply

Candidates will click Print to print the document they will need to bring to their scheduled exam. Candidates will not be permitted to take the exam if they do not bring this document with them.

Exam Admission Document

(Sample Admission Letter)

CANDIDATE ADMISSION LETTER	
02/24/2014	
@SMTTestBecky @SMTTestMcquillen 2494 Bayshore Blvd Dunedin FL 34698 United States	
Dear @SMTTestBecky @SMTTestMcquillen,	
!!! IMPORTANT !!! IMPORTANT !!! IMPORTANT !!!	
You must bring <u>THIS</u> Candidate Admission Letter with you on the day of your exam. If you do not, you will be denied entry to your scheduled exam and any fees paid will be forfeited.	
Congratulations! You have successfully registered to sit for the COMA examination, in English, on the IQT computer based testing network. Your appointment information to take the examination is as follows:	
<u>Candidate UserID:</u>	beckystlaw@aol.com
<u>Candidate Passcode:</u>	zfv337j
<u>Exam Date:</u>	Friday, Feb 28 2014 2:00PM
<u>Exam Duration:</u>	150 minutes
<u>Test Center Location:</u>	Schroeder Measurement Technologies 25400 US Hwy 19 North Suite 285 Clearwater FL 33763
Show Map	

IQT will e-mail the scheduled candidate an Exam Admission Document. The Exam Admission Document will indicate:

- candidate's name and address
- scheduled examination administration date and time
- test site location
- administration requirements and restrictions

Candidates are responsible for scheduling to sit for the examination using IQT's Exam Registration System. Candidates are given the opportunity to select the test site location, date, and time to take their exam.

Candidates shall directly pay IQT the examination fee each time they schedule to take the test. This fee must be paid by a Visa, MasterCard, or American Express credit card.

- You will **not** be able to schedule your examination appointment until you pay the \$125.00 test fee.
- Personal checks and cash are NOT accepted.

Service	Fee
Proctored computer-based Exam Fee	\$125.00
Candidate Reschedule/Cancellation fee <u>with</u> required notice to IQT.	\$25.00
Candidate Reschedule/Cancellation fee <u>without</u> required notice to IQT	Forfeit Full Fee
No Show Fee	Forfeit Full Fee

Rescheduling and Cancelling a Scheduled Exam

You may cancel or reschedule your examination five (5) or more calendar days prior to your scheduled examination date by logging on to the IQT website, www.iqtesting.com. You will be required to pay a rescheduling or cancellation fee to IQT before you are able to reschedule or cancel your exam. Acceptable forms of payment are Visa, Master Card or American Express.

Complete instructions for cancelling or rescheduling your examination are listed below. For technical assistance, please contact IQT at (866) 773-1114 (toll free).

1. Visit www.iqtesting.com.
2. Select "Exam Registration."
3. Log in using the username and password provided to you in your pre-registration email. If you forgot your password, click the "forgot password" link and it will be emailed to you.
4. Select "DORA" from the organization dropdown menu and click the "Next" icon.
5. To reschedule an exam, click "edit." This will cancel your current exam date and prompt you to immediately select a new date.
6. To cancel an exam, click "cancel." Once your exam is cancelled, you can log on to www.iqtesting.com at a later date to select a new examination date. Please note your designated testing window to take the exam will remain the same.
7. An email confirmation will be automatically sent to you when you cancel or reschedule your examination.

Do NOT contact DORA or your scheduled testing center to cancel/reschedule your exam.

You are not allowed to reschedule or cancel an examination less than 5 days PRIOR to your scheduled examination. Exceptions are made only for the following four reasons: **jury duty, death in immediate family [1] within 14 calendar days of the examination date, illness or medical complication within 14 calendar days prior to the examination date OR the scheduled examination date, and military deployment.**

If one of these four reasons prevents you from testing, you must contact IQT directly and provide sufficient documentation of the event that has occurred. Documentation must be submitted to IQT within 14 calendar days of your missed examination. There will be no additional fee incurred under these circumstances. IQT can be reached toll free at +1-866-773-1114.

[1] The immediate family is a defined group of relations, used in rules or laws to determine which members of a person's family are affected by those rules. It includes a person's grandparents, parents, spouses, siblings and children.

Exam No Shows: If you fail to show up for your examination at the scheduled time, do not have the proper identification or do not have your admission document you will not be allowed to sit for your exam. You will be considered a "No-Show", your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.

Special Accommodations

If you require special accommodations or assistance, you must obtain approval from DORA **before you schedule your examination**. All requests for test accommodations must be made by completing the [DORA Test Accommodation Request Form](#) and providing DORA the information requested in this form. DORA must provide IQT information about approved test accommodations at least thirty (30) days prior to your scheduled test date. Upon written Approval from DORA, an IQT representative will contact you directly to schedule your exam with approved accommodations.

Do not contact the testing center to request special accommodations.

Exam Administration

Arriving for Your Appointment: Please arrive at the testing center **A MINIMUM OF 10 MINUTES BEFORE YOUR APPOINTMENT TIME**. If you have any doubts about the location of the testing center, IQT strongly recommends that you go to MapQuest (Show Map) and print out a map to the location; or you may wish to drive to the center in advance (the evening prior, for example), to ensure you know where it is located. **IF YOU ARRIVE MORE THAN 30 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

Candidate Admission Letter:

You **MUST** present your Candidate Admission Letter to the testing center in order to be admitted. A picture of the letter on your cell phone will not be accepted. The Candidate UserID and Passcode within the Candidate Admission Letter are required for you to login and start your examination.

Identification:

You must present a **VALID GOVERNMENT ISSUED PHOTO ID WITH SIGNATURE** in order to be admitted to the examination. Approved forms for ID are: Driver's License, Government Issued ID Card (must have photo and signature), Passport, Military ID Card. No other forms of identification will be accepted. The name on your admission letter must match the name on your photo ID. If you do not bring proper identification, you will not be allowed to test and you will forfeit your examination fee.

Food and Drink:

No food or drink will be permitted in the examination room for any reason.

Authorized Materials:

Only reference materials on the IQT Authorized Materials List are allowed in the testing room. For some testing programs, calculators and other tools are also allowed, and will appear on the IQT Authorized Materials List. Candidates are asked to bring as few items as possible to the testing area. If you have questions about what you are permitted to bring into the examination room, please email IQT at CBT@isoqualitytesting.com. You may also call at 1-866-773-1114 (USA) or (727) 733-1110 (International callers). Only those materials that the EXAMINATION SPONSORING AGENCY notifies IQT as authorized will be permitted by the Proctor.

(Sample Authorized Materials List)

AUTHORIZED MATERIALS LIST

02/24/2014

Candidate Name:	@SMTTestBecky @SMTTestMcquillen
Candidate UserID:	beckystlaw@aol.com
Exam Name:	COMA
Exam Date:	Friday, Feb 28 2014 2:00PM
Exam Duration:	150 minutes


For the COMA, the following items are authorized materials during the examination:

- Authorized Scratch Paper, provided at test center
- Pen or Pencil, provided at test center


Note that this receipt has been automatically emailed to you.

[Home](#)[Print Receipt](#)

Section 3 of 3



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Examination Site:

While the site climate is controlled to the extent possible, be prepared for either warm or cool temperatures at the testing center in the event that you become uncomfortable. Cellular phones and beepers are prohibited in the testing area. The use of headphones inside the testing area is prohibited. Electrical outlets will not be available for any reason. Earplugs for sound suppression are allowed. No smoking or use of tobacco products will be allowed inside the testing area. You must vacate the testing area after you have completed the examination. If you require special assistance, you must contact IQT at least one week in advance of the examination date and appropriate arrangements will be made. Due to limited parking facilities at some testing centers, please allow ample time to park and reach the testing area.

Examination Security:

Failure to follow candidate instructions will result in your examination application being voided and forfeiture of your examination application fee. Conduct that results in violation of security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored.

Misconduct:

You will be dismissed from the examination if you are discovered participating in any prohibited activity or in causing a disturbance of any kind. Examples of misconduct include, but are not limited to, the following: writing on anything other than the IQT Authorized Scratch Paper provided to you, looking at another candidate's computer monitor, or talking with other candidates anytime during the entire examination period. You are particularly cautioned not to do so after you have completed the examination, as other candidates in the area might be taking a break and still not have completed the examination. You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. No unauthorized persons will be admitted into the testing area. Please be further advised that all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the examination delivery system. At no other time, before, during or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions. IQT will document any candidate misconduct and the documentation will be reported to the Colorado State Board of Nursing. You will forfeit your test fee. The Test Proctor will confiscate any PROHIBITED items brought into the test room, immediately dismiss you from your test session, and report violations to the Colorado State Board of Nursing. Confiscated items will not be returned to you.

Persons found to engage in examination misconduct may be:

- denied the opportunity to pursue authorization as a CNA-Med in accordance with CRS § 12-38.1-112, et seq.
- subject to disciplinary actions by the Board, including revocation of nurse aide certification in accordance with CRS § 12-38.1-111, et seq.
- prosecuted to the extent Colorado law allows

Prohibited Items & Activities:

You are prohibited from bringing any personal items into the testing room and throughout the duration of your test session, including restroom breaks. Prohibited items and activities include (but are not limited to) any of the following:

- Listening, recording, copying, or photographic devices (including watches and cell phones that contain cameras)
- Handheld electronic devices, such as cell phones, MP3 & I-Pod players, pagers, calculators of any kind
- Any device that can access the Internet

- Reference material, dictionaries or other books, paper of any kind, sticky notes, pens, pencils, erasers or similar personal belongings
- Eating, drinking, and smoking during the examination or at the test center
- Coats, purses, hats, or other accessories

Guests, visitors, pets, and children are NOT allowed at the test center.

Exam Site Issues

Weather Issues

In the event of inclement weather or unforeseen emergencies on the day of an examination, IQT will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

If you are unable to take your examination due to the inclement weather, you must contact IQT directly at 1-866-773-1114 or (727) 733-1110 to reschedule your examination for a later date. There are no additional costs for such reschedules.

Power Issues

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Scoring

You will receive a Results Report when you have completed the examination.

- Passing Candidates: You will receive your Results Report that contains information about the next steps in the Medication Aide authorization process.
You are not authorized as a Medication Aide until the Colorado State Board of Nursing notifies you of your status in writing.
- Failing Candidates: You will receive your Results Report with information about re-test requirements.

The CO BON will cause a candidate's Medication Aide application status to either "Application Expired" or "Denied" if you do not pass the examination in three (3) attempts within the one-year (365 days) eligibility timeframe.

- Candidates with "Application Expired" or "Denied" statuses must start over if they wish to pursue the Colorado CNA Medication Aide Authority by completing a Board approved training program and filing a new application for CNA Medication Aide Authority. Information about all requirements for a Certified Nurse Aide seeking Medication Aide Authorization is available at the Colorado Department of Regulatory Agencies (DORA), Division of Professions and Occupations website: www.dora.colorado.gov/professions.

CBT Candidate Score Verification

At the request of the candidate, IQT will conduct a verification of a specific candidate's score. A fee of \$40.00 will apply. Any score verifications requested must be paid for in advance by the candidate.